

Date

ROUTING AND TRANSMITTAL SLIP

30 JAN 1986

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| TO: (Name, office symbol, room number, building, Agency/Post) | | Initials | Date |
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| Action | File | Note and Return |
| Approval | For Clearance | Per Conversation |
| As Requested | For Correction | Prepare Reply |
| Circulate | For Your Information | See Me |
| Comment | Investigate | Signature |
| Coordination | Justify | |

REMARKS

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5041-102

OPTIONAL FORM 41 (Rev. 7-76)

* U.S.G.P.O.: 1983-421-529/320

Prescribed by GSA
FPMR (41 CFR) 101-11.206

Central Intelligence Agency

Washington, D.C. 20505

29 JAN 1986

Mr. S. R. Cook, Jr.
Chief, Energy Management Section
General Services Administration
National Capital Region
Washington, D.C. 20407

Dear Mr. Cook:

We have received and reviewed the National Capital Region's (NCR) Energy Emergencies and Contingency Plan and request the following change be incorporated in the listing of client agencies Energy Coordinators:

Central Intelligence Agency

[redacted]
Chief, Headquarters Operations, Maintenance
and Engineering Division, Office of Logistics
Room 3E14 Headquarters
Washington, D.C. 20505
Telephone [redacted]

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Thank you for keeping us informed of this important program.

Very truly yours,

STAT

[redacted]
Chief, Headquarters Operations,
Maintenance and Engineering Division,
Office of Logistics

OL/HOME [redacted] (29 Jan 86)

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Distribution:

Orig - Adse

① - EO/DDA

1 - OL/IMSS

1 - C/EBOB/RECD/OL (with copy of Plan)

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OL 10012-86

| ROUTING AND TRANSMITTAL SLIP | | Date |
|--|----------------------|------------------|
| | | 17 JAN 86 |
| TO: (Name, office symbol, room number, building, Agency/Post) | Initials | Date |
| 1. DIRECTOR OF LOGISTICS | | |
| 2. | | |
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#1 - ACTION

PLEASE PREPARE DIRECT RESPONSE WITH
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SUSPENSE: 31 JANUARY 1986

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* U.S.G.P.O.: 1963-421-529/320

OPTIONAL FORM 41 (Rev. 7-76)
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**National Capital Region
Washington, DC 20407**



DD/A Registry
86-0083X

DEC 19 1985

Mr. Harry E. Fitzwater
Deputy Director for Administration
Central Intelligence Agency
Washington, DC 20505

Dear Mr. Fitzwater:

Attached for your review and comment is the National Capital Region's (NCR) Energy Emergencies and Contingency Plan.

This plan is designed to identify the actions to be taken by the NCR, with the assistance of their client agencies, in the event of an energy emergency.

It is requested that particular attention be given to the client agency coordination section. This section contains the procedures and a listing of the client agencies' Energy Coordinators. If this listing is incorrect or your agency is not listed, it is requested that you provide the correct data.

It would be appreciated if you could provide any comments to Mr. S. R. Cook, Jr., Chief, Energy Management Section (WPBO-E) by February 18, 1986. Any questions may also be directed to Mr. Cook by calling 755-1547.

Your cooperation in this extremely important program is appreciated.

Sincerely,

**WILLIAM F. MADISON
Regional Administrator**

Enclosure